

Request for Proposals

Idaho Technology Incentive Grant Program FY 2000

Developed by Idaho Board of Education to promote creation and use of alternative methods of instruction:

- To increase the rate and quality of student learning;
- To increase faculty productivity;
- To increase access to educational programs; and
- To control costs.

Table of Contents

PROGRAM GOALS	1
ELIGIBILITY REQUIREMENTS	1
GUIDELINES FOR PREPARATION OF PROPOSALS	
Contents of the Proposal	3
Proposal Format	3
Cover Page.....	4
Biographical Sketches	4
Special Considerations	5
Project Summary	5
Project Description.....	5
Summary Proposal Budget and Budget Explanation	6
A. Senior Personnel Salaries	7
B. Other Personnel Salaries & Wages	7
C. Fringe Benefits	8
D. Equipment	8
E. Participant Support Costs	8
F. Other Direct Costs	8
Facilities and Equipment Description	9
Reporting Procedures	10
PROPOSAL EVALUATION CRITERIA	11
PROPOSAL FORMS	
Cover Sheet for Proposals	
Summary Proposal Budget	
Checklist for Proposal Submission	

Program Goals

This program will focus on projects that advance the objectives for higher education stated in the State Board of Education's 1996 Statewide Strategic Plan for Elementary, Secondary and Postsecondary Education, Section 4, which establishes a framework for implementing new learning technologies. Copies of the strategic plan can be obtained from the Board office.

The purpose of the program is to promote creation and use of alternative methods of instruction that encourage the possibility of collaborative partnerships among institutions and industry:

- To increase the rate and quality of student learning;
- To increase faculty productivity;
- To increase access to educational programs; and
- To control costs.

Priority will be given to proposals that actualize the aforementioned purposes, with added consideration for:

- Proposals involving collaboration between institutions and/or industry.
- Proposals involving collaboration between faculty within institutions and/or industry.
- Proposals that include a faculty professional development component.
- Proposals that include a cost/benefit ratio analysis

Eligibility Requirements

Eligible institutions: The three universities and Lewis-Clark State College are eligible to submit proposals under the Idaho Technology Incentive Grant Program.

Eligible faculty: Full-time, tenure-track, faculty and/or full-time professional and support personnel at the eligible institutions may apply. Collaboration with community and technical college faculty is also encouraged. Funds are not intended to supplement or duplicate Idaho Council for Technology in Learning funds.

General Information

1. **Deadline for submission:** Completed proposals must be submitted to the State Board of Education by 5 P.M., **April 1, 1999**. The originating institution must thoroughly screen the proposals for content, technical merit and connectivity, and forward only the very best to the Board office. The Board staff will organize the proposals and submit them for a three-tiered review process. Peer reviewers will rate proposals from 5 to 1, with 5=excellent, 4=very good, 3=good, 2=fair, and 1=poor. The review team will recommend grant recipients to the State Board on the basis of the peer review results. The Board expects to award funds in July 1999.
2. **Size of awards:** There is no limit on the size of awards.
3. **Funds available:** The total amount of money to be awarded for Idaho Technology Incentive Grants is approximately \$1.7 million, dependent upon the Legislative appropriation.

4. **Type and number of proposals:** There is no limit on the number of proposals submitted by any of the four institutions. However, only one project per principal investigator will be funded in any given year.

Two types of proposals will be considered:

a) Eighteen-Month Projects - The duration of support will be for eighteen (18) months (*July 1, 1999 - December 31, 2000*). Funding is provided in one lump sum.

b) Three-Year Projects - The duration of support will be for up to three years. (*July 1, 1999 - June 30, 2002*) The total dollar amount funded will be allotted as specified in the proposal budget. Second and third year funding will be dependent on annual review.

5. **Review of proposals:** Following institutional review, the SBOE staff will conduct a three-tiered review process.

a) Tier 1: All proposals received will first be mailed to external peer reviewers for a blind, screening review. Proposals ranking in the top 50% from this tier, with a maximum of 30, will then move forward to the second and third tiers of the review process.

b) Tier 2: The Facilities and Equipment Descriptions and Budget Pages for the entire pool of proposals passing the first tier will be forwarded to the Project Team of State of Idaho Information Technology Resource Management Council (ITRMC) for analysis. The Project Team will not rank order the proposals, but will approve or disapprove the projects based on the aforementioned sections and cost control methods. It is imperative that each proposal maximize existing infrastructure according to ITRMC criteria, which are to control costs by coordinating and sharing infrastructure, by alleviating duplication, and ensuring compatibility in the state plan. ITRMC information can be found on their website at <http://www2.state.id.us/itrmc/index.htm>.

c) Tier 3: The entire pool of proposals passing the first and second tier will finally be reviewed by 5 peer reviewers from outside the state of Idaho who did not participate in the first phase review. These peer reviewers will submit a rank ordering of proposals to be forwarded to the State Board for final decision.

6. **Funding decisions:** The Board will select the projects to be funded at its June 1999 meeting.

7. **Send proposal packages to:**

(If Courier service)

Idaho State Board of Education
650 W. State Street #307
Boise, Idaho, 83702

(If U.S. Postal service)

Idaho State Board of Education
PO Box 83720
Boise, ID 83720-0037

Guidelines for Preparation of Proposals

Contents of the Proposal

The proposal should present:

1. A Cover Sheet with required signatures and collaboration information
2. Biographical Sketches of senior personnel (included for institutional review)
3. Documentation for Special Consideration (if applicable)
4. A Proposal Summary
5. A Proposal Description
6. A Summary Proposal Budget and Budget Explanation
7. A Facilities and Equipment Description

Specifics in relation to all the above sections are described herein. The proposal should be reviewed carefully to ensure that all essential parts are included. A checklist is provided for this purpose. The SBOE expects strict adherence to the rules of proper scholarship and attribution, which are at the heart of academia, and the competitive merit review system on the basis of which awards will be made. The responsibility for proper attribution and citation rests with authors of the proposal. Failure to adhere to such standards will result in disqualification of the proposal.

Proposal Format

To facilitate processing, proposals must be stapled in the upper left-hand corner, but otherwise unbound, with pages numbered at the bottom and a 1-inch margin at the top. Contents must be assembled in the sequence given in the proposal checklist. Page limitations are referred to with the description of each section. One page is equal to 26 lines using a 12-point font. **Failure to adhere to these formatting guidelines will result in disqualification of the proposal.**

Hard copies of the project information plus an electronic copy must be submitted. Please use the guide below for instructions on what is to be included in each copy.

1 copy

- Cover sheet with original signatures and collaboration information
- Documentation for special consideration (including letters of collaboration)
- Biographical Sketches of senior personnel - 2 pages per individual

6 copies

All proposal items listed below should be formatted for the blind review process. The PI, Co-PI(s) and any others involved with the project **should not be identified by name** in these items; however, institutions and industry partners may be mentioned. Include only the following:

- Project Summary
- Project Description
- Summary Proposal Budget and Budget Explanation
- Facilities and Equipment Description
- Letters of Support (if applicable)

Electronic copy

Please submit a copy of the entire proposal on 3.5 inch computer disk in either WordPerfect or Microsoft Word, or electronically (rmcdermo@osbe.state.id.us).

Cover Page

The required format for the cover page is as follows.

Title of Project: The title of the proposed project should be brief, informative and intelligible to a literate reader in the field and suitable for use in the public press. The SBOE may edit the title of a project before making an award.

Dollar Amount Requested: Requests should be rounded to the nearest hundred dollars.

Project Start and End Date:

- a) Eighteen-month projects - It is anticipated that funding for these projects will run from July 1, 1999 - December 31, 2000. The duration of support is for 18 months.
- b) Three-year projects - It is anticipated that funding for these projects will run from July 1, 1999 - June 30, 2002. The duration of funding should be outlined in the proposal not to exceed three years. Second and third year funding will be dependent on annual review.

List of Project Objectives: Provide a concise listing of the major objectives or goals associated with the project. Do not include methods to be employed, but rather, desired outcomes. This listing will be used as a reference for progress reports.

Department(s): Please list all participating departments.

Correspondence: Provide a mailing and E-mail address and phone number for the project's contact person.

Collaboration Information:

The name(s), institution(s) and title(s) of the PI and any Co-PI(s) should be printed clearly on the cover page, as well as the name(s) of collaborating institution(s), title(s) of authorizer(s) and dollar amount(s) to be allocated to each collaborating entity from the total amount requested. The signatures of the PI and the lead institution authorization must be original. All other signatures can be original, from faxed copies, or attached in letters of collaboration. Note that a signature from the provost or academic vice president for each collaborating institution is required. Regardless of where a signature appears, it is pertinent that collaboration information is listed on the cover sheet in order for it to be recognized by the SBOE. Additionally, to ensure that true collaborative partnerships are formed, all collaborative entities should be supplied a copy of the proposal for revision and review at least one month before the SBOE due date.

Biographical Sketches -- (2 pages per individual)

A maximum two-page vitae for all senior personnel including a list of the most recent publications and/or major contributions to the development of new technologies in learning must be included. The vitae must list only academic essentials. The vitae will be used for institutional review only.

Special Considerations

A project involving any item listed below must include special information and supporting documents in the proposal before funding can be approved. Some of these are mandated by Federal law.

1. Human Subjects (if appropriate).
2. Historical Sites (if appropriate).
3. International Cooperative Activity.
4. Facilitation Award for Handicapped.
5. Proprietary and Privileged Information (including matters with national security implications).
6. Letters of Collaboration: Any cooperative agreements among faculty, departments, community colleges and/or other four-year institutions, and/or partnerships with industry require a signature from the provost or academic vice president either on the cover sheet or in a letter of collaboration. To ensure that true collaborative partnerships are formed, all collaborative entities should be supplied a copy of the proposal for revision and review at least one month before the SBOE due date.

Documentation must be provided to support other federal or university requirements. Specific guidance on the need for additional documentation may be obtained from SBOE staff.

Project Summary -- (300 words)

The proposal must contain a maximum 300 word summary of the proposed activity, suitable for publication. This summary is an abstract of the proposal, containing a description of the activity that would result if the proposal were funded. The summary must include:

1. A statement of objectives.
2. Methods to be employed.
3. Significance of the proposed activity with an emphasis on the benefits, cost effectiveness, and usefulness to the state of Idaho.

It should be informative to other persons working in the same or related field, but also understandable to the SBOE, legislators, the governor, and the general public.

Project Description -- (10 pages)

The proposal must contain a project description not to exceed 10 pages. Tables and graphs must be included in the 10 pages reserved for the project description. Appended information must not be used to circumvent the page limitation.

The main body of the proposal should be a detailed statement of the work to be undertaken and should include information in the following areas.

1. Collaborative arrangements among faculty, departments, community colleges and/or other four-year institutions, and/or partnerships with industry
2. Faculty development, or opportunities for faculty to learn to use technology to increase the rate and quality of student learning
3. Alternative methods of instruction and procedures, including objectives for the period of the proposed work
4. Increased faculty productivity by the use of technology
5. Increased access to educational programs
6. ITRMC criteria for cost control methods. Projects must make use of existing infrastructure whenever possible to minimize waste and duplication while maximizing the benefits of technology and existing infrastructure.
7. Process to measure impact on learning outcomes
8. Process to evaluate outcomes in regards to objectives
9. Process to disseminate the results and evaluation of the project
10. Adequate resources to ensure success of the project and readiness of the team to embark on the project
11. The cost/benefit ratio analysis of the project. Examples of items you may wish to include in your cost/benefit analysis could be the number of estimated students/faculty affected by the project divided by the amount of the grant, and/or start-up costs compared to the anticipated savings in future years, etc. You should compare the break even point of traditional methods with your alternative method, taking into account salaries, travel, fees generated, etc., to highlight the cost savings of your project. Actual dollar amounts or numbers should be used instead of general descriptive statements. This cost/benefit analysis will be given to the State Board of Education along with the summary for each of the highest ranking projects. Please be aware that this aspect will be significant in the Board's funding decision.
12. Need and market for the educational program to be developed, including a description of how the project relates to institutional priorities and mission.
13. Plan for long term support and integration after the funding cycle (if appropriate)

Summary Proposal Budget and Budget Explanation

Each proposal must contain a budget for the term of support requested. For three-year projects, include a proposed three-year budget and separate annual budgets for each year. The proposal may request funds under any of the headings listed in the budget format as applicable to the proposed project. No indirect costs are permitted.

Each proposal must include a completed Summary Proposal Budget. Completion of this summary does not eliminate the need to fully document and justify the amounts requested in each category. Such documentation must be provided on additional page(s) immediately following the budget in the proposal and must be identified by line item. The documentation page(s) must be titled "**Budget Explanation.**"

Summary Proposal Budget Instructions

A. Senior Personnel Salaries

Senior personnel include the applicant and any co-applicant(s) so designated by the grantee institution. A faculty associate (faculty member) is an individual other than the applicant or co-applicant who is considered by the performing institution to be a member of its faculty or who holds an appointment as a faculty member at another institution, and who will participate in the project being supported.

The proposal must list:

1. The titles or positions of the personnel and their institutional affiliation.
2. The estimated number of academic-year, summer, or calendar-year person-months and rate of pay for which SBOE funding is requested.

SBOE regards teaching, service and scholarly efforts as the normal functions of faculty members at institutions of higher education. Compensation for time normally spent on these activities within the term of appointment is deemed to be included within the faculty member's regular institutional salary. Grant funds may not be used to augment the total salary or rate of salary of faculty members during the period covered by the term of faculty appointment, or to reimburse faculty members for consulting or other time in addition to a regular full-time institutional salary covering the same general period of employment. However, grant funds may be used to purchase release time for faculty members to conduct the proposed project(s) during their term of appointment. Purchase of release time should be clearly identified so it will not be confused with requests for supplemental income, which is not permissible during the academic year. Further, summer salary for faculty members on academic-year appointments will be funded for no more than three-ninths of their regular academic-year salary. All salaries and wages must be fully justified on the budget explanation pages.

B. Other Personnel Salaries and Wages

Definitions for other personnel are as follows:

1. A Postdoctoral Associate is an individual who received a Ph.D., M.D., D.Sc. or equivalent degree less than 5 years ago, who is not a member of the faculty of the performing institution, and who is not reported under Senior Personnel above.
2. Other Professional is a person who may or may not hold a doctoral degree or its equivalent, who is considered a professional and is not reported as a applicant or co-applicant, faculty associate, postdoctoral associate or student. Examples of personnel included in this category are doctoral associates not reported under B, consultants, professional technicians, systems experts, computer programmers and design engineers.

For postdoctoral associates and other professionals, each position must be listed, with the number of full-time-equivalent person-months and rate of pay (hourly, monthly or annual). For graduate and undergraduate students, clerical, technical, etc., only the total number of persons and total amount of salaries per year in each category are required. Salaries requested must be consistent with the institution's regular practices. All salaries and wages must be fully justified on the budget explanation pages.

C. Fringe Benefits

Fringe benefits may be treated as direct costs, reimbursable under the grant. All fringe benefits must be fully justified on the budget explanation pages.

D. Equipment

The SBOE, for the purpose of these proposals, defines equipment as an item of property that has an acquisition cost of \$500 or more and an expected service life of 2 or more years. Items of needed equipment costing \$1,000 or more must be listed individually with description and estimated cost, including tax, and adequately justified.

Allowable items will ordinarily be limited to technology equipment and apparatus that are not already available for the conduct of the work. With the exception of computers and computer related equipment such as software, general-purpose office equipment will normally not be considered eligible for support.

The purchase of equipment with grant funds must follow the guidelines used in other equipment purchased by the institution. It must also follow restrictions and requirements for equipment purchases by the State and the Information Technology Resource Management Council.

E. Participant Support Costs

This budget category refers to costs of transportation, per diem, stipends and other related costs for participants in SBOE-sponsored conferences and workshops.

Grant awards may not be used for out-of-state travel; however, in-state travel for conferences or institutional collaboration is permitted. Fully justify.

F. Other Direct Costs

The budget must itemize other anticipated direct costs not included under the headings above, including materials and supplies, software, servers, phones, publication costs, computer services, in-state conferences, and consultant services (which are discussed below). Reference books and periodicals may be charged to the grant only if they specifically relate to the project.

- Materials and Supplies: The budget must indicate in general terms the type of expendable materials and supplies required, with their estimated costs. The breakdown must be more detailed when the cost is substantial.
- Publication Costs/Page Charges: The budget may request funds for the costs of preparing and publishing the results of the work conducted under the grant for dissemination including costs of reports, reprints, page charges or other journal costs (except costs for prior or early publication), and necessary illustrations.

- **Consultant Services:** Anticipated consultant services and costs must be justified, and information furnished on each individual's expertise, primary organizational affiliation, daily compensation rate, number of days of expected service and travel expenses.
- **Computer Services:** The cost of computer services, including computer-based retrieval of scientific, technical and educational information, may be requested. A justification of the established computer service rates at the proposing institution must be included. The budget also may request costs, which must be shown to be reasonable, for leasing automatic data-processing equipment. The purchase of computers and associated hardware and software must be requested as items of equipment.
- **Subcontracts:** None of the activities under an SBOE grant may be contracted out or transferred to any organization without prior, written approval by the SBOE. Subcontracts must be disclosed in the proposal so that the grant letter can contain their prior approval. There must be a complete budget, in the prescribed format, for each subcontract. The total amount of each subcontract must appear as a line item under "Other Direct Costs" in the master budget for the project.

Applicants must not alter the cost categories as they appear on this form. Improper completion of this form may result in return of the proposal and elimination from the competition.

Facilities and Equipment Description -- (2 pages)

A description of no more than two pages must be added to the proposal describing available facilities. Major items of equipment to be used in the proposed work should be described if they are of a specialized nature and essential to the performance of the project.

Proposals that request equipment must list potential uses and a description of its use(s) as it relates to the project. The descriptions should be succinct and should emphasize the intrinsic merit of the activity for the discipline and the importance of any equipment to it. A brief summary will suffice for auxiliary users of equipment. Equipment to be purchased, modified or constructed must be described in sufficient detail to allow comparison of its capabilities to the needs of the proposed activities. Whenever possible, the proposal should specify the manufacturer and model number.

Proposals requesting multiple-use equipment must describe comparable equipment that is already at the proposing organization(s) and explain why it cannot be used. The degree of utilization must be discussed. Proposals requesting equipment must also describe arrangements for maintenance and operation, including:

1. A description of the physical facility where the equipment will be located.
2. An annual budget for operation and maintenance of the proposed equipment, indicating source of funds.
3. A brief description of other support services available, particularly related equipment, and the annual budget for their operation, maintenance and administration.

Special-purpose equipment having a unit acquisition cost of more than \$10,000 and purchased or leased with grant funds will be subject to reasonable inventory controls, maintenance procedures, and organizational policies that enhance its multiple or shared use on other projects, if such use does not interfere with the work for which the equipment was acquired.

Reporting Procedures

Acceptance of Incentive grant funds obligates the proposers to submit formative electronic progress reports due at six month intervals for the duration of support, with an ending summative report. Information to be reported will include but not be limited to, number of faculty and students impacted, description of how objectives were met, resulting publications and presentations, number of courses developed/enhanced and how delivered/enhanced, and any unusual or unexpected outcomes. The final report should outline actual cost savings or benefit to the State.

Proposal Evaluation Criteria

The proposal evaluation criteria for the Idaho Technology Incentive Grant program have been established in accordance with the goals outlined in the SBOE Strategic Plan and with input from the four public institutions. Both first and third tier peer reviewers will receive a score sheet as shown below.

Idaho Technology Incentive Grant Program FY 2000 Proposal Rating Sheet

Rate each proposal giving equal weight to the categories shown below using the following rating system:

5=excellent 4=very good 3=good 2=fair 1=poor

The sum of the eleven ratings makes up the total points, with a high of 55 possible. You may use decimal points with your individual ratings; however, please do not use a number lower than 1 or higher than 5.

Criteria	Score
Collaboration with institutions, across disciplines, or industry	
Faculty Development	
Alternative Methods of Instruction	
Faculty Productivity	
Access	
Measurable Impact	
Process of Evaluation	
Process of Dissemination	
Adequate Resources and readiness of the team	
Cost/Benefit Ratio Analysis	
Need and Market	
Total Points	

Please comment on the following areas. Comments on the notable strengths and weaknesses will be given to the principal investigators.

1) Notable Strength(s)

2) Notable Weakness(es)

3) General Comment(s) and Suggestion(s)

COVER SHEET FOR IDAHO TECHNOLOGY INCENTIVE GRANT PROPOSALS
IDAHO STATE BOARD OF EDUCATION

Title of Project:				
Dollar Amount Requested:		Check one: <input type="checkbox"/> 18-month project <input type="checkbox"/> Multi-year project		
		Project Start Date:		Project End Date:
List of Project Objectives:				
(Collaborating) Department(s)			Mailing Address:	
E-mail Address:			Phone Number:	
	Name	Institution	Title	Signature
PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Collaborating Institution(s):	Authorizing Signature:		Title of Authorizer:	Dollar Amount Allocated:
(Lead):				

SUMMARY PROPOSAL BUDGET

A. SENIOR PERSONNEL		No. of Months			
Position/Title	Rate of Pay	CAL	ACA	SUM	\$ Amount Requested
B. OTHER PERSONNEL		No. of Months			
Position/Title	Rate of Pay	CAL	ACA	SUM	\$ Amount Requested
C. FRINGE BENEFITS					
Rate of Fringe (%)	Salary Base				\$ Amount Requested
PERSONNEL SUBTOTAL:					
D. EQUIPMENT: (List each item with a cost in excess of \$1000)					
Item/Description	\$ Amount Requested	Item/Description	\$ Amount Requested		
1.		5.			
2.		6.			
3.		7.			
4.		8.			
EQUIPMENT SUBTOTAL:					
E. PARTICIPANT SUPPORT COSTS:					
Description	\$ Amount Requested	Description	\$ Amount Requested		
1.		3.			
2.		4.			
PARTICIPANT SUPPORT COSTS SUBTOTAL:					
F. OTHER DIRECT COSTS:					
Description	\$ Amount Requested	Description	\$ Amount Requested		
1.		4.			
2.		5.			
3.		6.			
OTHER DIRECT COSTS SUBTOTAL:					
TOTAL COSTS (Add Subtotals):					
TOTAL AMOUNT REQUESTED:					

CHECKLIST FOR PROPOSAL SUBMISSION

Please use this checklist to ensure that all essential information is included.

ONE COPY (bound together)

- _____ Cover Sheet with required signatures and collaboration information
 - All collaboration information must be listed
 - PI and lead institution authorization signature must be original
 - Other signatures may be original, from faxed copies, or in letters of collaboration
 - Collaboration arrangements require one signature from the provost or academic vice president
- _____ Biographical Sketches of senior personnel -- Maximum 2 pages each
- _____ Documentation for Special Considerations (Check each item applicable).
 - ☐ Animal Welfare
 - ☐ Endangered Species
 - ☐ Human Subjects
 - ☐ Marine Mammal Protection
 - ☐ Pollution Control
 - ☐ National Environment Policy Act
 - ☐ Recombinant DNA Molecules
 - ☐ Historical Sites
 - ☐ International Cooperative Activity
 - ☐ Research Opportunity Award
 - ☐ Facilitation Award for Handicapped
 - ☐ Proprietary and Privileged Information (including matters with national security implications)
 - ☐ Collaborative Arrangements

SIX COPIES (bound together and formatted for blind review)

- _____ Project Summary (300 words)
- _____ Project Description (Up to 10 pages, maximum 26 lines per page)
- _____ Summary Proposal Budget and Budget Explanation Page(s) in requested format
- _____ Facilities and equipment description
- _____ Letters of Support (if applicable)

ELECTRONIC COPY

- _____ 3.5 inch computer disk in WordPerfect or Microsoft Word or email the entire proposal